



USER GUIDE

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COUNTY MAP


02/01/2021

## 1. INTRODUCTION

The County Map was created for Agencies who have list of data per county. This is an easy way to share information with a clickable map of Pennsylvania.


## 2. CREATE COUNTY MAP LIST

### 2.1. To create a County Map List

- 2.1.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>), go to the subsite you would like to have the County Map
- 2.1.2. Click 
- 2.1.3. Click "Site contents"
- 2.1.4. Click "add an app"
- 2.1.5. Click "Custom List"
  - 2.1.5.1. Name the list
  - 2.1.5.2. Click Create


## 3. ACTIVATE COUNTY MAP CATEGORIES (IF WANTED)

### 3.1. To create a County Map Categories List

- 3.1.1. Click 
- 3.1.2. Click "Site Settings"
  - 3.1.2.1. Under the Site Actions Settings, click "Manage Site Features"
  - 3.1.2.2. Find and activate PA.SpEnterprise.ClickableMap CountyCategories

## 4. ADDING THE COUNTY MAP TO A PAGE


### 4.1. To add the County Map

- 4.1.1. Create a new One Column page
- 4.1.2. Click "Add a Web Part", where you would like the map
  - 4.1.2.1. Under Categories, select "PAI Enterprise"
  - 4.1.2.2. Under Parts select "Clickable Map"
  - 4.1.2.3. Click Add
- 4.1.3. Click the checkbox in the upper right hand corner
- 4.1.4. In the editing toolbar click 



- 4.1.5. Click Properties
- 4.1.5.1. Under Associated List, find the list made in step #2
- 4.1.5.2. Select Enable Categories Checkbox if you will be using categories

## 5. ADDING COUNTY CATEGORIES

- 5.1.1. Click 
- 5.1.2. Click "Site contents"
- 5.1.3. Click on the list called County Categories
- 5.1.4. Add up to five categories and select the corresponding color
  - 5.1.4.1. Click Save and repeat for all categories
  - 5.1.4.2. **NOTE:** Title is not needed

Title

Category \*

Color \*

## 6. ADDING LIST CONTENT

- 6.1. Go to the list you created in step #2
  - 6.1.1. In the editing toolbar, click List



- 6.1.2. Click
- 6.1.3. Under Columns, click create column, repeat to add all columns needed for the list
  - 6.1.3.1. **NOTE:** Because of associating the list in step #3, it has already added the County column
  - 6.1.3.2. **NOTE:** Because of enabling the categories in step#3, it should generate the categories automatically
  - 6.1.3.3. **NOTE:** If you want the Title to be a hyperlink:  
Create a Hyperlink column and set it as the Title in the Web Part Properties

## 7. EDITING THE COUNTY MAP WEB PART PROPERTIES

### 7.1. Editing the County Map Web Part Properties

7.1.1. Click the checkbox in the upper right hand corner



7.1.2. In the editing toolbar click



7.1.3. Click



7.1.3.1. Heading Column: The column to be emphasized as the header for each item in the results when a County is selected

7.1.3.2. Hidden Fields: A comma separated list of fields you would like to be hidden from the list when a county is selected

7.1.3.3. Ignore all other settings, Click OK